Top Ten Mistakes People Make When Filling Out Their EQR:

1. **Seller, Customer, FERC Tariff Reference, and Contract Service Agreement ID** in Transaction template do not match **exactly** with a Seller, Customer, FERC Tariff Reference, and Contract Service Agreement ID combination in the Contract template.

2. **No rate listed for a market-based rate contract.** Hint: Put "Market Based" in the Rate Description field. (See page 20 of the User's Guide.)

3. **Extraneous spaces** - they will not allow a perfect match, and your data will flunk the edit checks. These are difficult, if not impossible, to diagnose in Excel, but frequently show up very well when viewing the CSV files in Notepad.

4. **Hyphens in DUNS numbers**. DUNS numbers should be a nine-digit number. (If there is a leading zero, it may be dropped from view. You data will still pass the edit checks and can be filed.)

5. **Extraneous commas at the end of CSV files**. These are an artifact of some Excel conversions, and can't be seen in Excel. Open the file in Notepad (or any text editor) and delete any commas after the last line of data.

6. **N/A in a date field**. If the data is not a required field and your contract does not have info pertinent to that field, leave it blank. The system is looking for a number to parse into a date.

7. **N/A for Total Transmission Charge**. Again, the system is looking for a number. If there was no transmission charge, enter 0 in this field.

8. **Leaving Extension Provision blank**. If the contract doesn't have an Extension Provision, enter None or N/A.

9. **Leaving any mandatory field blank**. There are options such as N/A, Other, or NA in the two-character date field that can be used.

10. **Not using "C" or "T" to begin the Contract Unique Identifier or Transaction Unique Identifier**, respectively when importing. Plain numbers won't work.